

## State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:		Marc Theberge		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	<b>\$ 45,016.00</b>	Advantage CT / RQS #:	<b>29B 20200929000000000364</b>	
CONTRACT	Proposed Start Date:	09/30/2021	Proposed End Date:	09/30/2023
AMENDMENT	Original Start Date:	03/24/2018	Effective Date:	
	Previous End Date:	12/06/2020	New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Xerox Financial Services, 201 Merrit STE 290, MPRWalk, CT 06851		
Brief Description of Goods/Services/Grant:		Sole Source confirming for funds to cover 3 years rental usage of Xerox Printer originally set up through MA18P17120600000000000062.		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	<b>X</b>	L. Other Authorization <b>Confirming</b>

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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### PART III: SUPPLEMENTAL INFORMATION

This RQS is to secure the funds for the monthly invoices for the printer lease and copies fees from Xerox Financial for the color production printer used in the BMV Stockroom for the next three (3) years.

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

The original lease was through MA18P1712060000000000062 and a DO. The MA has expired, and the DO will expire on 12/6/2022. This is to secure the funds until 9/30/2023.

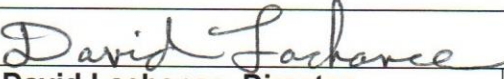
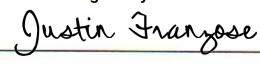
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The cost was agreed upon in MA18P1712060000000000062.

**4. Describe the plan for future competition for the goods or services.**

If the need for new similar equipment should arise and there is no MA in place BMV will create an RQS an go out to bid for the services.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			<i>9/30/2020</i>
<b>Printed Name:</b>	<b>David Lachance, Director Administrative Services</b>	<b>Date:</b>	<b>09/30/2020</b>
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEEED9C7B3A8044E...</small> <b>Justin Franzose</b>	<b>Date:</b>	<b>10/15/2020</b>